

MASSACHUSETTS NATIONAL GUARD
TECHNICIAN EMPLOYMENT BULLETIN

NUMBER 06-20

PERMANENT

11 January 2006

OFFICE OF THE ADJUTANT GENERAL
Human Resources Office
50 Maple Street
Milford, MA 01757-3604
(508) 233-6631/6757 (DSN) 256-6631/6757

SERVICE: *Army Guard*
APPLICATIONS ACCEPTED UNTIL: 13 February 2006
EMPLOYMENT LOCATION: JFHQ - DCSIM, Milford, MA
TELEPHONE CONTACT: SGM Douglas C. Murray, DSN 256-6717
Comm: (508) 233-6717

POSITION: TELECOMMUNICATIONS SPECIALIST, (COMSEC)
SERIES/GRADE: GS-0391-11

PDCN: 301917
SALARY (PA): \$55,422 to \$72053

APPOINTMENT FACTORS:

<input checked="" type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Supervisory/Management	<input type="checkbox"/> Entry Level	<input type="checkbox"/> Excluded
<input checked="" type="checkbox"/> Permanent Position	<input type="checkbox"/> Temporary Promotion	<input type="checkbox"/> Indefinite Position	
<input type="checkbox"/> Officer	<input type="checkbox"/> Warrant Officer	<input checked="" type="checkbox"/> Enlisted	

AREA OF CONSIDERATION:

✓ All currently employed technicians in the Massachusetts Army National Guard

COMPATIBLE MILITARY SPECIALTY AND GRADE (Grade Inversion Prohibited):

Compatible MOS/AFSC: 25 Series

Maximum Military Grade:	Officer:	Warrant Officer:	Enlisted: MSG
Minimum Military Grade :	Officer:	Warrant Officer:	Enlisted: SGT

GENERAL EXPERIENCE: Experience, education, and/or training which demonstrates ability to understand, evaluate, and translate the needs of communications users into requirements; relate user requirements to existing technology, policies,

SPECIALIZED EXPERIENCE: Must have 36 months experience, education and/or training of Windows operating systems (XP). Possess a knowledge of a wide range of communications concepts, principles and practices such as HF & VHF radio transmissions, satellite communications and secure telephone unit requirements. Special knowledge of digital and analog radio communications requirements and operating techniques and sources of data to evaluate complex requirements and proposals to define coordinate plan and satisfy communication requirements. Must have an understanding of electronic communications equipment systems, services and transmission media along with basic electronics theory and operating principles. Must have in depth knowledge of applicable agency spectrum management, COMSEC and Defense Message System (DMS) regulations, policies and procedures in order to coordinate, plan and satisfy user requirements and to interpret and develop state policies and procedures. Must be willing to attend required training in residence.

APPLICANTS WHO MEET THE ABOVE ELIGIBILITY REQUIREMENTS WILL BE EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES, (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION:

1. Ability to understand communications systems design and operating capabilities and to keep abreast of existing and future need and technical advances of cost effectiveness.
2. Ability to develop equipment operating, reporting procedures, and plans for control or guidance of communications/programs systems.
3. Knowledge of required security accountability, records and reports.
4. Ability to coordinate with various activities to ensure timely availability of material, equipment, and support requirements.
5. Ability to schedule and coordinate the actions required to install, staff, and maintain customer support and information systems services.
6. Knowledge of standard procedures governing inventory, receipt, transfer, issuance, destruction and shipment of COMSEC materials.
7. Knowledge of required security accountability, records, and reports.
8. Ability to control and monitor the secure communications facility operation'
9. Knowledge of Radio Spectrum and Spectrum Management.

Job announcements and application procedures are posted on Internet: WWW.STATE.MA.GOV/GUARD.

ALL TECHNICIAN HIRES SUBJECT TO THE AVAILABILITY OF FUNDS
THE MASS NATIONAL GUARD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
MINORITIES AND WOMEN (UNLESS OTHERWISE PROHIBITED) ARE ENCOURAGED TO APPLY.

APPLICATION PROCEDURES

Include all of the following with application packet:

- ✓ Submit **one** of the following forms of application
 - OF 612 - Optional Application for Federal Employment (preferred)
 - Resume
 - SF 171
 - ✓ HRO Form 1-1 (Application for Position Vacancy)
 - ✓ HRO Form 1-2 (Mass National Guard Supplemental Questionnaire for Tech Vacancy)
 - ✓ SF 181 Race And National Origin Identification
- (This form is optional. Applicants who desire minority consideration must complete this form)
- ✓ Current military technician employees will furnish one additional copy of HRO Form 1-1 to their immediate supervisor. Supervisors will complete the required HRO Form 1-3 or HRO Form 1-4 within two (2) workdays and forward it to the HRO.

As a minimum, applications must contain the following information:

- A. The announcement number, title and grade of the job you are applying for
- B. Full name, mailing address and day and evening phone numbers
- C. High school/college education
- D. Information on your paid and non-paid work experience related to the job you are applying for (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor)
- E. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments
- F. State military grade and MOS/AFSC, and all related military experience.

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, complete and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. Regardless of the format of the application, candidates must indicate how they possess the Knowledge, Skills and Abilities (KSA's) required of this position. Individual applicants must meet the mandatory qualifications and indicate how they meet these qualifications. Failure to do so will result in the application being returned as ineligible. The following documents are not acceptable as attachments to applications: photographs, copies of position descriptions, training certificates, performance ratings (civilian or military), awards or letters of appreciation. It is illegal to mail applications at government expense.

SUBMIT PAPER APPLICATIONS TO:

JFHQ- MAARNG
ATTN: HRO (Staffing)
50 Maple St.
Milford, MA 01757-3604



SUBMIT ELECTRONIC APPLICATIONS TO:

e-mail to: staffing@ng.army.mil
Information on applying electronically can be found at:
<http://www.state.ma.gov/guard/Postings/Technician.htm>
Look under **Electronic Application Procedures**

SELECTION OF INDIVIDUAL:

- A. Selection will be by review of written application and interview. Applicants who desire a personal interview must indicate it on their HRO form 1-1.
- B. Applicants claiming educational achievements on their application must bring certificates with them when interviewed.
- C. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-6631/6757 or DSN 256-6631/6757. For assistance in completing federal job applications/resumes, please see OF 510, "Applying for a Federal Job". This form is available on OPM's World Wide Web site at www.usajobs.opm.gov, and on other automated federal job information systems.
- D. Applicants must possess or be eligible for the appropriate level Security Clearance.
- E. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- F. **CONDITION OF EMPLOYMENT:** Employee will be required by law to participate in Direct Deposit/Electronic Fund Transfer program.
- G. **PCS MOVE: EXPENSES NOT AUTHORIZED**

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